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Working Toward Excellence in Education

1981-1982



*The First Annual Report
of the
Office of Public Instruction
and the
Board of Public Education*

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of the
Office of Public Instruction
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1981-1982

*Published December 1982
Ed Argenbright, Superintendent*



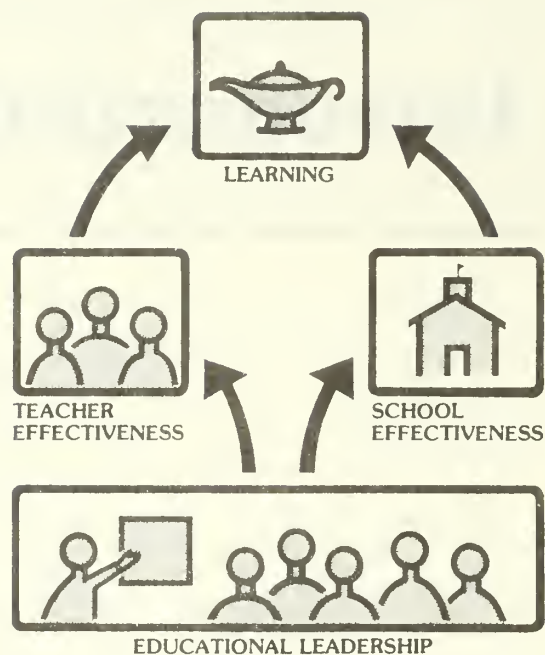
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I. Introduction



Education in Montana

To the friends of education:

It is with a great deal of enthusiasm that we submit the first joint annual report presented by the Superintendent of Public Instruction and the Board of Public Education. We anticipate that it is just the first of many such cooperative ventures.

The intent of this report is to inform Montana citizens about the programs supervised by the State Superintendent and the Board of Public Education and to report to legislators and other interested individuals, educators and state agencies about our accomplishments during the past year.

The title of this report also has a great deal of significance to both agencies. All of our efforts and concerns are toward Excellence in Education.

If you have questions or comments about programs discussed in this report, please let us know.

Sincerely,



Allen Gunderson
*Chairman
Board of Public Education*



Ed Argenbright
*State Superintendent
of Public Instruction*



Susanna Irion
Monforton Elementary School

1982 Montana Teacher of the Year

Monforton Elementary School teacher Susanna Irion was named 1982 Montana Teacher of the Year.

For the past nine years, Irion has taught kindergarten, first grade, and the gifted and talented program at the Monforton School in Bozeman.

"To really fulfill my responsibility for preparing a child for life, I must adequately teach the basic skills," Irion said. "These skills are a must to function successfully in society. They include reading, oral and written communication, computation and problem solving. Reading is especially important. Being able to read with understanding facilitates the learning of other skills."

Irion has been instrumental in the organization and success of Monforton's gifted and talented program, including assistance in writing the original grant. She was secretary and vice-president of the local Montana Education Association unit and served on the policy board of the Gallatin County Teacher Center.

Irion is a graduate of Ronan Senior High School and graduated from Montana State University in Bozeman with a B.A. in Elementary Education where she was recipient of a Dean's Scholarship and was elected a member of Phi Kappa Phi. She is currently working on a master's degree in Elementary Curriculum and Instruction with a minor in Guidance and Counseling.

As Montana's "Teacher of the Year," Irion was considered for the National Teacher of the Year award. The award program is sponsored by the Council of Chief State School Officers, Encyclopaedia Britannica and *Good Housekeeping* magazine.

What is the OPI?

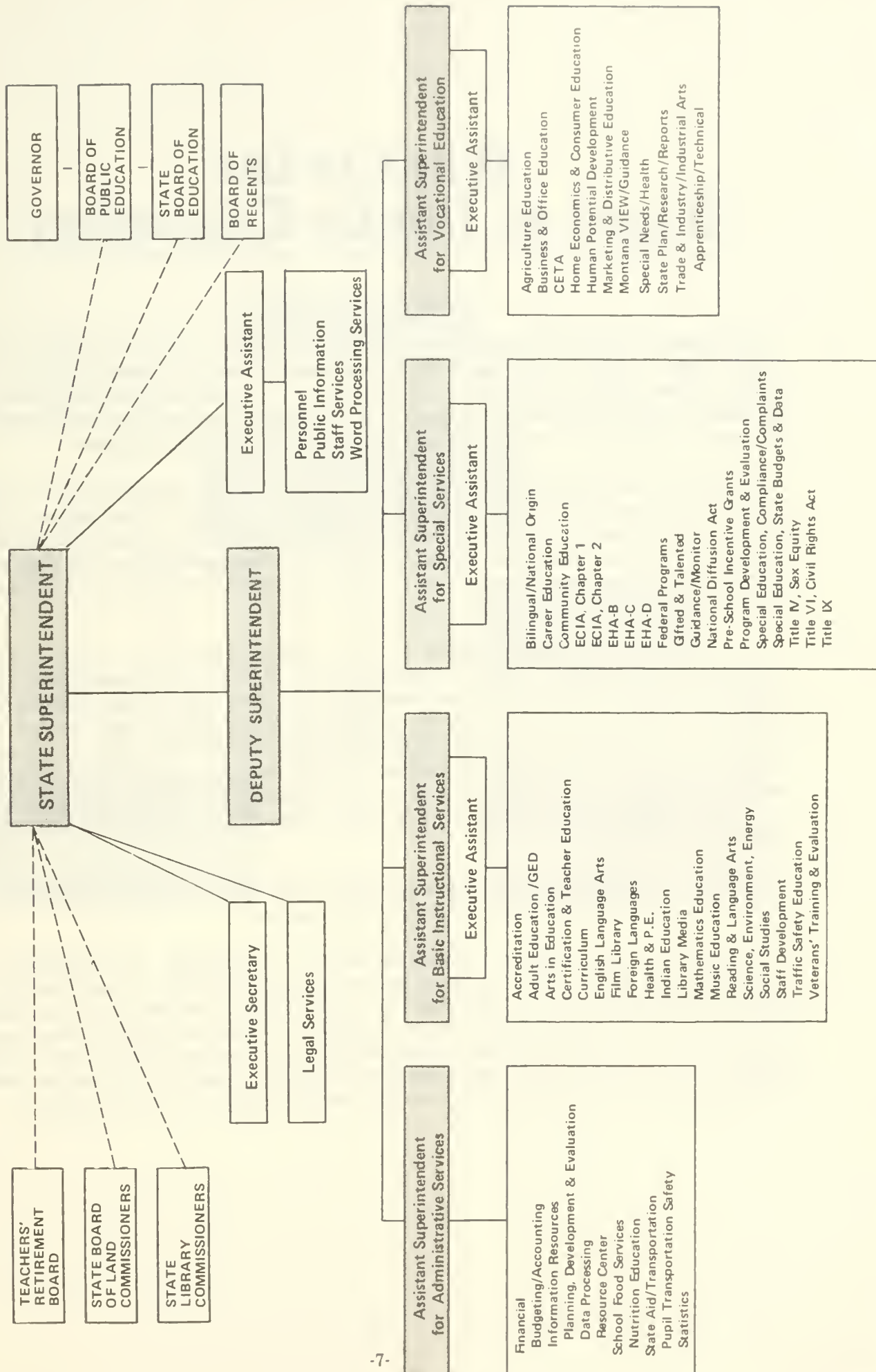
The Office of Public Instruction is the state education agency and is one of the few state agencies with an elected official at its head—the State Superintendent of Public Instruction.

The Superintendent of Public Instruction is an elected office established by Section 1, Article VI, of the Constitution of Montana. Section 20-3-106, MCA states that the Superintendent “. . . has the general supervision of public schools and districts of the state” and names the Superintendent as the “. . . governing agent and executive officer of the state of Montana for vocational education. . .”

Services were provided in FY 1982 to 153,435 school age children and 9,126 teachers in Montana's 556 school districts. The Superintendent's office provides consulting and technical assistance in educational planning and evaluation, administers vocational education K-12 and in Montana's five postsecondary centers, disburses state and federal funds, recommends accreditation for Montana's public schools, certifies teachers in accordance with Board of Public Education rules, provides for pupil transportation to and from school, supervises state hot lunch programs, administers the state's special education programs, administers a wide range of federal programs for education, and hears appeals of school boards and county superintendents. The office employs subject area specialists who provide technical assistance to schools and teachers in areas such as curriculum, budgets, school law, school lunch, Indian education, transportation and federal programs.

The Superintendent serves as an ex-officio member of the Board of Regents and the Board of Public Education and is a member of the State Board of Land Commissioners, the State Library Commission, and the Teachers' Retirement Board.

ORGANIZATIONAL CHART



What is the Board of Public Education?

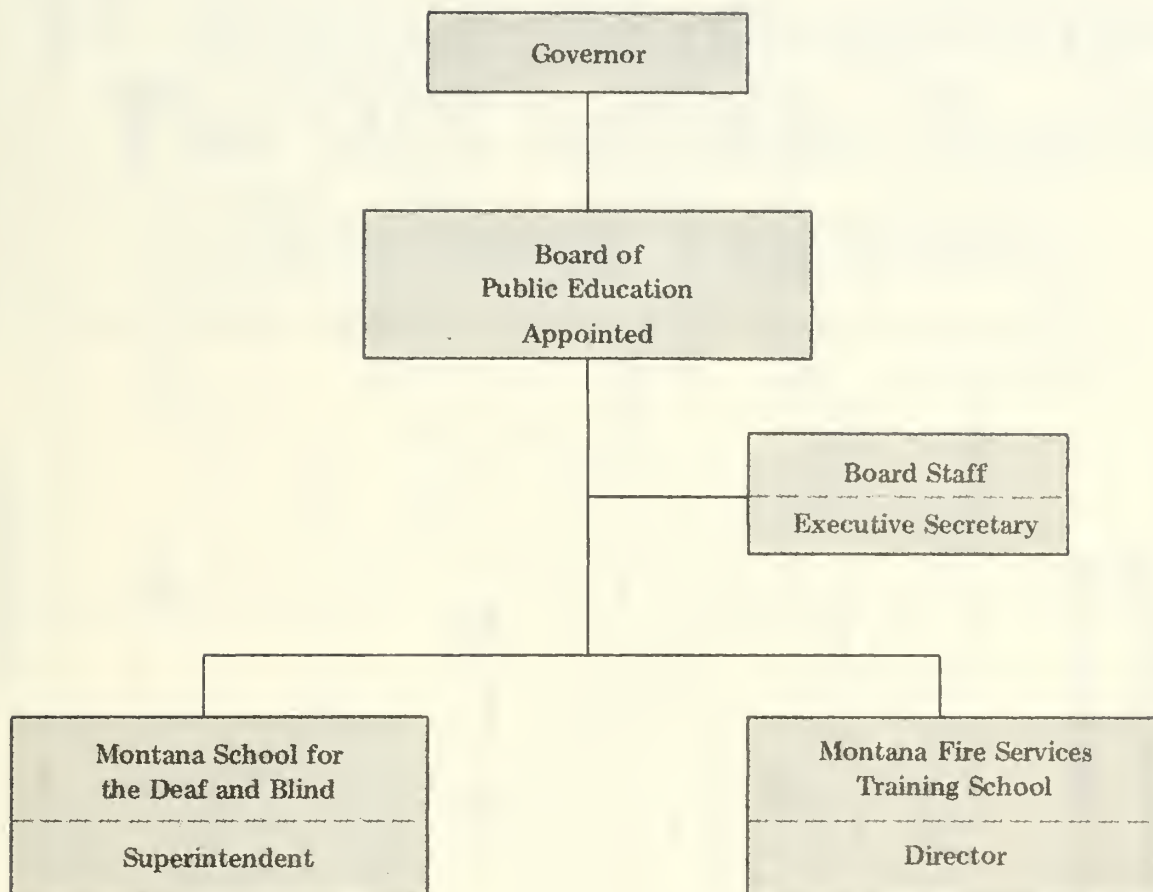
The Board of Public Education seeks to serve as a forum for discussion of educational policy issues, and it has solicited comments from all groups which have a stake in the future of education in Montana. In order to give educators and parents an opportunity to participate in its meetings, the board has held meetings in various locations around the state as the attached map illustrates.

The Board has the general supervision over the public school system. In addition it is responsible for the maintenance and governance of the School for the Deaf and Blind and the Fire Services Training School, both located in Great Falls. Together with the Board of Regents, which is responsible for the University System, the Board does the planning, coordinating and evaluating of the state's educational system.

The Board of Public Education is a lay board consisting of seven voting members, each serving a term of seven years. Members are appointed by the Governor, confirmed by the Senate and represent geographical distribution, both political parties, a cross section of professions, men and women, with a commitment to education. In addition to the seven voting members, the Governor, the Superintendent of Public Instruction and the Commissioner of Higher Education serve as ex-officio non-voting members. A student representative selected annually by the Montana Association of Student Councils also sits as a non-voting member of the Board.

The Board employs an executive secretary who serves as liaison between the Board and the Superintendent of Public Instruction.

Aside from the broader mandates such as planning, coordinating, and evaluating, the Board has 14 specific tasks varying from school accreditation and teacher certification to the governance of the School for the Deaf and Blind. Members convene every month except August for one or two days to move scores of business items relating to the task of providing an "orderly and uniform" school system with "equal educational opportunity" for each person in the state. Twelve committees within the Board address the various aspects of the workload.



★ Locations of Board Meetings (1977-1982)

The map displays the following counties and their locations of Board Meetings (indicated by stars):

- Flathead
- Lake
- Lincoln
- Glacier
- Toole
- Hill
- Blaine
- Phillips
- Yellowstone
- Custer
- Richland
- Wiles

Other counties shown on the map include: Sanders, Mineral, Superior, Thompson Falls, Polson, Missoula, Powell, Lewis and Clark, Cascade, Great Falls, Stansford, Judith Basin, Fergus, Petroleum, Winnett, Musselshell, Golden Valley, Wheatland, Regate, Roundup, Hysham, Forsyth, Treasure, Rosebud, Big Horn, Carbon, Red Lodge, Big Timber, Stillwater, Columbus, Livingston, Gallatin, Bozeman, Jefferson, Boulder, Townsboro, Broadwater, Meagher, White Sulphur Springs, Harlowton, Sweet Grass, Big Horn, Hardin, Powder River, Carter, Exallana, Baker, Fallon, Wiaux, Glendive, Dawson, Circle, McCone, Jordan, Garfield, and Daniels.

★ Locations of Board Meetings (1977-1982)

✱ Most Board Meetings are held in Helena.

II. Shared Responsibilities The OPI and the Board Working Together

Area	Board of Public Education	Superintendent of Public Instruction	Summary of Program
CERTIFICATION <div>1</div>	Prescribes policies for issuance of teacher or specialist certificates, on the recommendation of the State Superintendent. The Board hears cases of suspension and revocation. MCA, 20-2-121(1-2), 20-4-201; ARM Title 10, Ch. 57	Issues, renews and denies teacher certificates and emergency authorization of employment. MCA, 20-3-106(2), 20-4-103	All professional educators must be properly certified. The Board sets policies, and the State Superintendent issues all certificates.
ACCREDITATION <div>2</div>	Adopts accreditation standards, accredits all public schools, and may accredit non-public high schools, all on the recommendation of the State Superintendent. MCA, 20-2-121(7), 20-7-102; ARM, Title 10, Ch. 55	Administers accreditation program; recommends to the Board the status of each school for annual accreditation standards. MCA, 20-3-106(23), 20-7-102	In order to be eligible for state foundation aid, public schools are accredited according to specific standards every year, with an on-site visit every fifth year.
FOUNDATION PROGRAM <div>3</div>	Adopts policies for regulating distribution and orders distribution by State Superintendent. MCA, 20-2-121(3), 20-9-344; ARM, Title 10, Ch. 67	Estimates and distributes state equalization aid in support of foundation program. MCA, 20-3-106(14-15)	The formula is used by the State of Montana to provide funding for a public school system for Montana's school-age children.
TRANSPORTATION <div>4</div>	Adopts and enforces, on recommendation of Montana Division of Motor Vehicles and State Superintendent, standards and regulations for school buses and additional requirements for drivers beyond state law. MCA, 20-2-121(4), 20-10-111; ARM, Title 10, Ch. 64	Administers transportation program rules and disburses transportation funding; also provides transportation safety program. MCA, 20-3-106(17), 20-10-112; ARM, Title 10, Ch. 7	Over one third of the state's student population is transported to and from school every day by school bus. Both drivers and buses must be certified.
TEACHER EDUCATION <div>5</div>	Adopts state teacher education program standards; approves higher education programs for public school teachers. MCA, 20-4-122; ARM, Title 10, Ch. 55	Enters into reciprocal contracts with other states after approval of specific text by Board; administers teacher education program review at colleges and universities. MCA, 20-4-122	Ensures reasonable training and experience requirements for public school teachers; leads to reciprocity with selected, contracted states.
JOINT BOARD <div>6</div>	Serves with the Board of Regents as the Joint State Board of Education. MCA, 20-2-101(1)	Serves as the secretary to the Joint Board of Education. MCA, 20-2-101(2)	The Joint Board of Education is responsible for long-range planning and for coordinating and evaluating policies and programs for the state's educational systems.
GED/ABE/EDP <div>7</div>	Adopts rules for administration of GED program; sets policies for External Diploma Program and grants this diploma. Legislation proposed. ARM, Title 10, Ch. 66	Administers GED, ABE, and EDP programs; directs distribution of ABE funds. MCA, 20-3-106(35), 20-7-712(2); ARM, Title 10, Ch. 12	To meet the needs of Montanans who have less than a high school education, these programs provide an opportunity to improve basic academic skills and to receive a high school credential.
SCHOOL FOODS <div>8</div>	Receives annual report from State Superintendent on financial, administrative and operational phases of school food services. MCA, 20-10-201	Accepts and directs disbursement of funds; provides technical assistance and cooperative purchasing programs. MCA, 20-3-106(32), 20-10-201	Local school districts are offered a variety of school food programs to meet this need of their students.
SPECIAL EDUCATION <div>9</div>	Adopts policies on recommendation of State Superintendent. MCA, 20-2-121(9), 20-7-402; ARM, Title 10, Ch. 60	Supervises, administers and coordinates the conduct of special education. MCA, 20-3-106(30), 20-7-403; ARM, Title 10, Ch. 16	This program exists to ensure that thousands of handicapped Montana students have the opportunity of a free and appropriate education.

Breakdown and Comparison of Shared Responsibilities

● Accreditation

In order to be eligible for state foundation aid, public schools are accredited according to specific standards every year, with an on-site visit once every fifth year. The Board of Public Education adopts accreditation standards and accredits schools annually on the recommendation of the State Superintendent.

☑ The OPI . . .

for the first time ever used a team of school administrators to recommend the accreditation status for public and nonpublic schools to the Superintendent of Public Instruction. The team was made up of retired school administrators and current administrators from both small and large schools in Montana.

☑ The BPE . . .

historically has established the accreditation status of all public elementary and secondary schools and any nonpublic high schools requesting accreditation. There are three types of accreditation: "regular accreditation," "accredited with advice" and "accredited on probation." The information gathering process starts at the beginning of each school year and is based on data provided by the school district supplemented by visitation of OPI staff.

Accreditation standards are set by the Board. Individual standards are reviewed upon request, and the total body of standards is thoroughly reviewed every five years. Recently the Board provided an option for a school or district to use an alternative for any of the standards, provided the alternative satisfies the same values that the replaced standard required. Nine schools applied in January 1982 and received permission to use the alternative standard during the 1982-83 school year.

SUMMARY OF ACCREDITATION STATUS

Accreditation	1979-80	1980-81	1981-82
Regular Accreditation	652	718	755
Accredited with Advice	116	61	16
Accredited on Probation	10	4	11
Non-Accredited	0	0	0
TOTAL	778	783	782

● Certification

By law, professional educators in the public school system must be properly certified. The Board of Public Education sets policies, and the State Superintendent issues all certificates. The Board hears cases of certificate suspension and revocation.

☑ The OPI . . .

reviews and evaluates prospective candidates' applications for certification. Educators' qualifications are reviewed and validated every five years for all practicing teachers, administrators and specialists. Over 5,500 certificates were processed during FY 1982, 1,514 (26 percent) of those for initial certification of beginning teachers.

Interstate certification agreements have been contracted with Idaho, Utah and South Dakota.

☑ The BPE . . .

sets the requirements for the six classes of certification and the levels of endorsement in Montana. Each year the Board appoints an advisory group known as the Certification Review Panel which assures practicing educators' involvement in the setting of certification policies. The panel, which consists of about 60 persons, submits comments and recommendations to the Board on diverse certification issues. During the past year the Board adopted changes affecting native American studies and school psychologists and expanded reading requirements in the areas of elementary and general teacher education.

The Board also suspends or revokes teacher certificates for reasons outlined in MCA 20-4-110. The number of cases varies per year. (See chart below.)

TEACHER CERTIFICATE SUMMARY

	1978	1979	1980	1981	1982
Certificates issued	4,989	5,450	5,523	5,577	5,862
Certificates denied	41	61	35	38	53
Out-of-state certificate requests	1,285	1,048	1,064	1,320	1,341

● Foundation Program

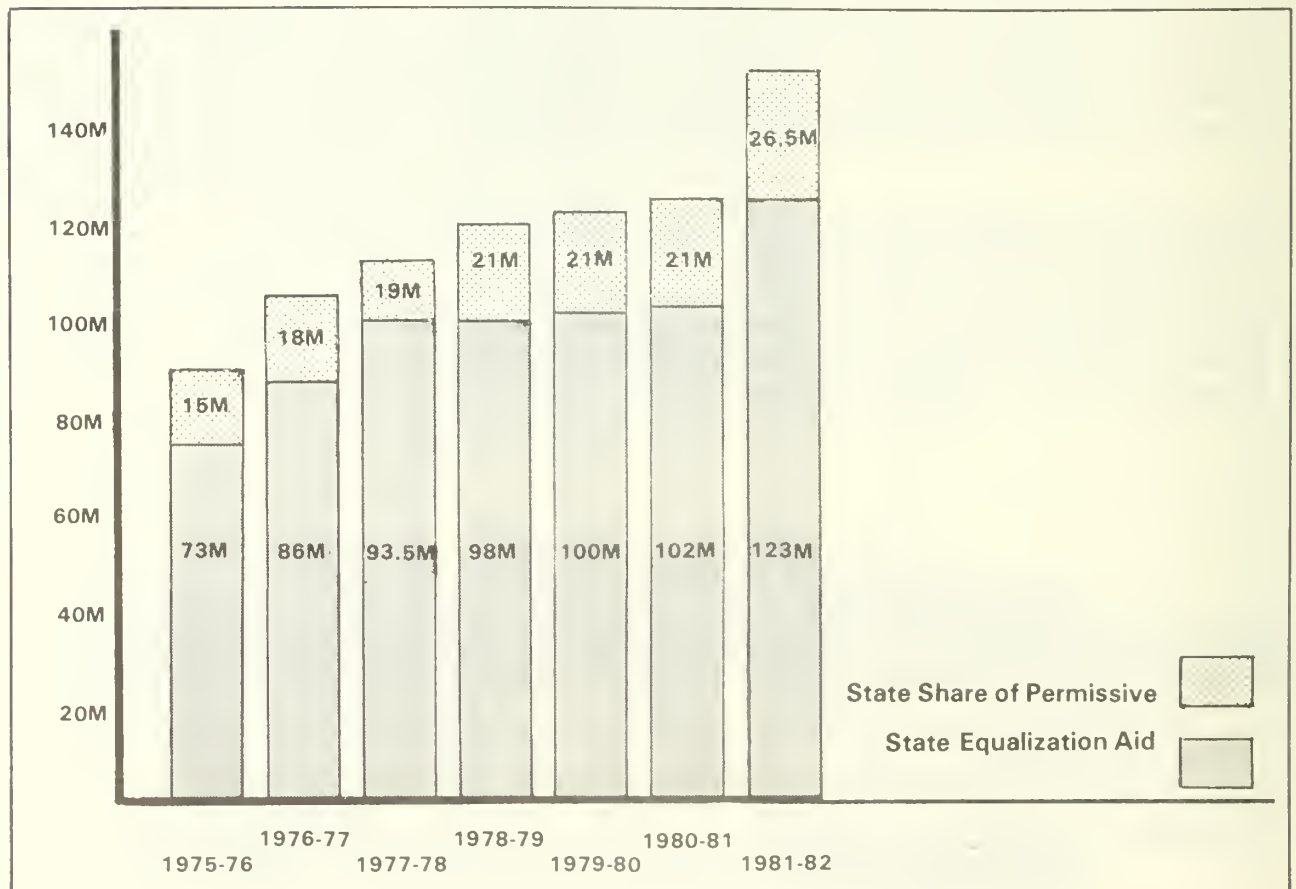
The foundation program, originated by the state legislature in 1947, is the formula which ensures the financial basis to provide a free public education to Montana's school-aged children.

☑ The OPI . . .

disburses and accounts for the legislatively appropriated funds to local districts. During FY '82, \$123.8 million were distributed by the office for local use in 477 of the state's 549 districts. In addition, the state share of permissive in the amount of \$26.5 million was distributed in 408 of the state's districts.

☑ The BPE . . .

each year orders the disbursement of state equalization aid in five payments beginning immediately upon establishment of final entitlements. Five payments of approximately 20 percent each are sent on or about September 30, January 30, February 28, March 30 and June 20.



- GED
- Adult Education
- External Diploma

To meet the needs of Montanans who have less than a high school education, these programs provide an opportunity to improve basic academic skills and to receive a high school credential.

☒ The OPI . . .

administered Adult Basic Education (ABE) funds to 35 adult basic education centers where Montanans receive training in basic skills programs. The OPI also administered the General Education Development (GED) testing program; during the year 2,559 people were awarded certificates out of 3,352 individuals tested.

☒ The BPE . . .

established requirements for high school equivalency tests after World War II so that veterans who were unable to finish high school could receive a certificate of equivalency. The program has broadened over the years to include any citizen of Montana who wants a secondary education credential. Recently the Board adopted standards for a new program, the External Diploma Program, to permit adults who have not completed a traditional process of secondary education to obtain proof of their having acquired the generally accepted skills and knowledge of a secondary school graduate.

Federal	\$333,159
State	\$103,126
Local	\$97,752

● School Foods

Local school districts are offered a variety of school food programs to meet this need of their students.

☒ The OPI . . .

supervises and administers the National School Lunch Program, School Breakfast Program, School Milk Program, Food Distribution Program, Nutrition Education and Training Program and Summer Food Service Program in approximately 740 public and private schools, residential child care institutions and summer food service program sites. More than 60 percent of all school children participate in the National School Lunch Program.

A total of \$11,024,933, federal and state funds in cash and food was distributed to eligible participants during the year. The office also acts as a broker to assist schools in food purchasing and provides technical and administrative assistance and training to all participants.

☒ The BPE . . .

receives annually a report on the financial, administrative and operational phases of the school food services program.

National School Lunch
Program Growth—1975-1982

School Year	No. of Schools	No. of Daily Lunches
1974-75	562	76,833
1977-78	596	86,846
1981-82	674	76,208

Cooperative Purchasing Program

Date	No. of Schools	No. of Units	Total Value
Dec. 1981	137	12,645	\$173,423.23
Sept. 1982	108	21,177	\$293,687.82

● Special Education

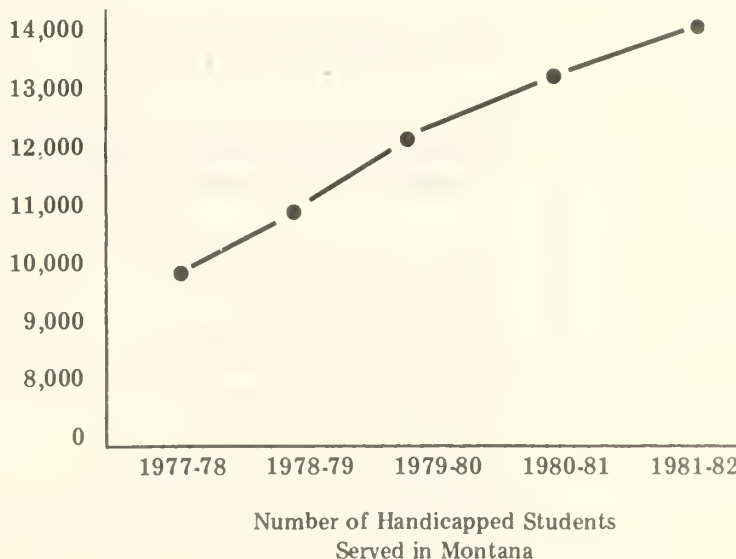
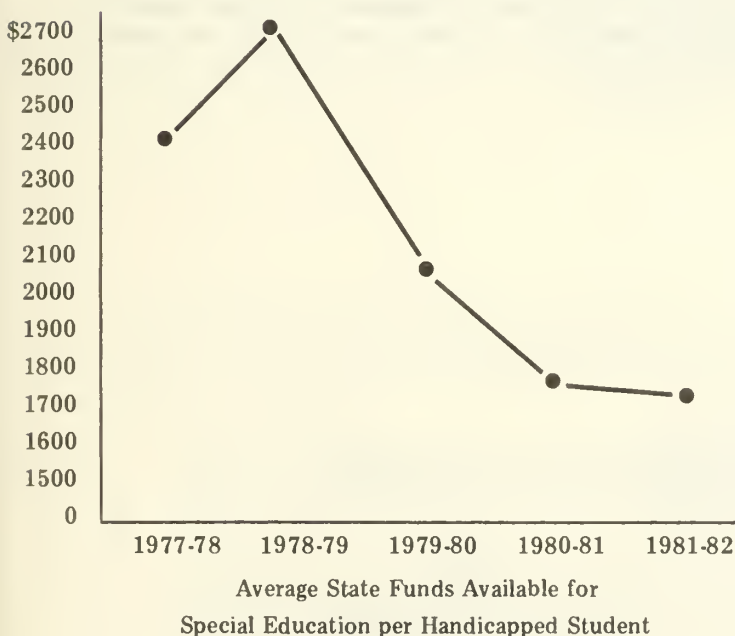
This program exists to ensure that thousands of handicapped Montana students have the opportunity for a free and appropriate education.

☑ The OPI . . .

approved state budgets for 404 school districts in the amount of \$23,254,921 for FY 1982. Staff members monitored 69 programs and assisted public and private schools in 1982-83 school year program development training in special education. The office approved 74 federal EHA-B grants and 31 Preschool Incentive Grants totaling \$2,344,167.92.

☑ The BPE . . .

sets the general policy and hears reports for special education services. Recently it incorporated special education as part of the accreditation standards for all schools.



● State Board of Education

This joint Board of Education is composed of members of the Board of Regents and the Board of Public Education. It is responsible for long-range planning and for coordinating and evaluating policies and programs for public education. Agencies attached to the State Board are the Montana State Library, the Montana Historical Society, and the Montana Arts Council.

☑ The OPI . . .

in an effort to increase the effectiveness of the State Board, provided a staff member to serve on a staff committee working to improve agendas and board business.

☑ The BPE . . .

met with the Board of Regents as the State Board of Education in September 1982 with Governor Schwinden presiding. All agencies assigned to the Board presented brief reports on budget requests for the 1985 biennium. In addition, the Board amended its bylaws and passed a resolution urging active involvement by schools and teachers in the use of computers and their instructional processes. A task force was formulated to study the issues of college preparation.

State Board of Education:

Governor Ted Schwinden, President, Ex-Officio
Superintendent of Public Instruction Ed Argenbright, Secretary, Ex-Officio
Commissioner of Higher Education Irving Dayton, Ex-Officio

Board of Public Education

Jim Graham, Ismay
Allen Gunderson, Billings
George Johnson, Great Falls
Harriett Meloy, Helena
Jean Robocker, Kalispell
Arthur "Rocky" Schauer, Libby
Tom Thompson, Heart Butte
Juli Pinter, Helena (non-voting student member)

Board of Regents

Lewy Evans, Jr., Billings
Burt Hurwitz, White Sulphur Springs
Darla Keck, Havre
Robert M. Knight, Missoula
Jeff Morrison, Helena
Mary Pace, Bozeman
Elsie Redlin, Lambert

● Teacher Education

The teacher education program establishes training and experience requirements for public school teachers. Approval of teacher education programs can also lead to certification reciprocity contracts with contracted states.

☑ The OPI . . .

continues to implement the standards for teacher education on behalf of the Board of Public Education. This effort resulted in both the University of Montana and Montana State University being visited this year, each with a forty-member team reviewing its programs. This process is ongoing with all in-state public and private colleges to be visited on a five-year cycle.

☑ The BPE . . .

adopts standards for approval of teacher education programs. Those colleges which follow the standards are reported as satisfying the requirements of the Interstate Certification Compact (MCA 20-4-121); at present the agreement is in operation with Idaho, Utah and South Dakota. The process leading to approval of teacher education programs is carried out by visiting teams varying from 17 to 40 members depending on the number of programs to be reviewed. To date, teacher education programs at Carroll College, Montana State University and the University of Montana have been reviewed. Two reviews are scheduled for the coming year.

Review and Approval of Teacher Education Programs:

Carroll College	20 programs approved
Montana State University	28 programs approved; 10 programs provisional
University of Montana	29 programs approved; 11 programs provisional
Western Montana College	Visit scheduled, fall 1983
Eastern Montana College	Visit scheduled, spring 1984
Northern Montana College	Visit pending
College of Great Falls	Visit pending
Rocky Mountain College	Visit pending

● Transportation

Over one third of the state's student population is transported to and from school every day by school bus. Both drivers and buses must be certified.

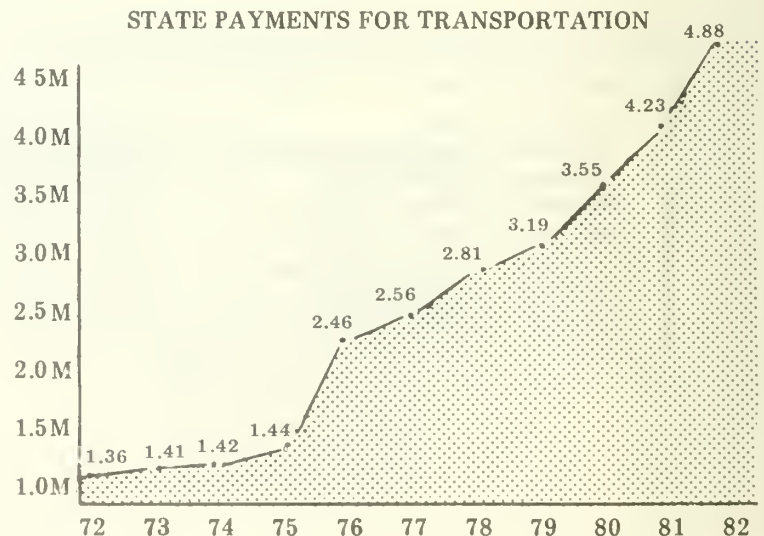
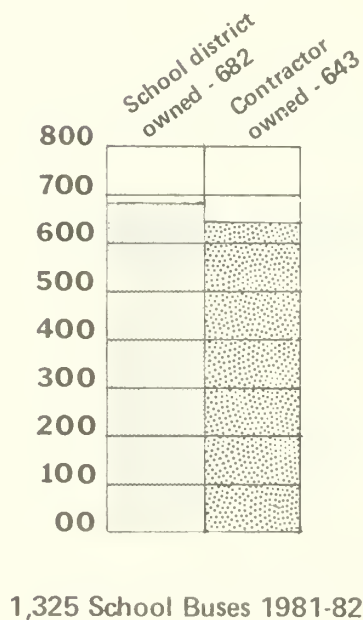
☑ The OPI ...

realizes the potential for student injury in cases of transportation and conducts year-round safety programs for both bus drivers and students. Training for school bus drivers reached over 500 bus drivers last year through voluntary programs.

The number of pupils transported daily during FY '82 was 57,348 at an average cost of \$345.90 per child transported with a total state reimbursement of \$4,879,806.47 paid by the state to local school districts.

☑ The BPE ...

sets the standards for the design, construction and operation of school buses in agreement with federal and state regulations. During the past year the Board adopted standards allowing LP gas conversion equipment. Also, under the provisions of HB 662 (1981 legislature, 20-10-111, MCA) the Board adopted minimum standards for the use of smaller, four-wheel drive vehicles.



III. Individual Responsibilities, Programs and Concerns

Board of Public Education

Programs in Alphabetic Order

✓ Annual Regional Conference of State Boards

The Board is an active member of the National Association of State Boards of Education. Each year it sends one of its members to the annual national conference. The Board hosted the Western Regional Conference of the National Association of State Boards of Education in April of 1982. Nearly 50 representatives from 14 states attended. The conference was entitled "Critical Issues in Education" and included presentations on three themes: "Shifting Governance Between Local, State and Federal Government," "Improving Education Through our Teachers," and "School Finance." Speakers included Elam Hertzler, Executive Assistant of the U.S. Department of Education; Dr. Michael Kirst, Professor of Education at Stanford University and Dr. John Augenblick, Director of the Education Finance Program of the Education Commission of the States.

✓ Board Administration

The Board and its staff have made a major effort to make its internal operations as efficient as possible. In addition to monthly meetings members attended two seminars to reassess Board operations. The result has been a review of bylaws and operational rules, a review of statutory responsibilities and an annual evaluation of its three executives: the Secretary of the Board, the Director of the Fire Services Training School and the Superintendent of the School for the Deaf and Blind. The Board instituted an agenda followup process which permits Board members to monitor the continuing status of all business items.

✓ The Fire Services Training School

The school was established over 20 years ago to provide training to fire departments throughout the state. Now located in Great Falls, it operates on an annual budget of \$200,000. It has five faculty members who provide basic and advanced firefighter training to 360 fire departments in the state. In addition, the school provides fire safety education to the public. This year the Board hired a new Director, Seldon "Butch" Weedon, formerly Chief of the Fire Department at Waynesboro, Virginia.

✓ Human Sexuality and Family Life Education

After a series of public meetings and considerable discussion of the problems of unwanted teen pregnancy with its effects on school-age children and the public schools, the Board adopted a recommended policy on human sexuality and family life education in the spring of 1981. In its recommendations the Board affirms the role of family and church but adds that, given the failure of young people to make informed decisions about their own sexual activities, the public schools must assume an active role in providing information in cooperation with home, church and community.

✓ Minimum Competency Testing Workshop

At the time of reviewing accreditation standards in 1981, the Board approved the concept of an optional testing standard as an alternative accreditation standard. In order to discuss how testing affects students, curriculum and teaching, the Board held a workshop in cooperation with the Northwest Regional Educational Laboratory in November 1981. The workshop used materials from the clarification hearings on minimum competency testing held by the National Institute of Education in Washington, D.C. a few months before. Approximately 50 educators, legislators and association representatives attended the workshop.

✓ Student Member Activities

Each year the Montana Association of Student Councils at its spring executive board meeting interviews candidates for the student representative on the Board. The representative serves from July 1 to June 30 and acts as spokesman for student viewpoints. Key to the position has been the student's ability to elicit student viewpoints on policy issues. The annual MASC convention is one of the important events for fielding surveys. Student members have informed the Board about student points of view on such topics as competency testing, human sexuality courses, gifted and talented programs and language studies.

✓ The School for the Deaf and Blind

The school was established nearly 90 years ago for Montana children with hearing or visual handicaps. It now occupies an 18-acre campus in Great Falls with a \$5.6 million building program begun in 1981 which includes a food service building, a physical therapy center, two residential cottages and a gymnasium. The school has nearly 80 students in residence and serves 50 more on-campus plus 300 off-campus students. Almost 30 faculty provide a full range of educational services for the deaf, blind and multi-handicapped. This year, the Board hired a new Superintendent for the school, Bob Deming, formerly assistant superintendent.

✓ Private Schools

Until recently Montana was one of a small number of states without actual public oversight as to whether every child is provided with certain protections and is guaranteed a minimum education. In the fall of 1981 the Board responded to this situation on the basis of MCA 20-5-102 and two Attorney General opinions rendered prior to 1981. MCA 20-5-102, which deals with compulsory enrollment and exceptions, states that a parent must enroll a child in the school assigned by the trustees of the district or in a private institution which provides instruction in the basic instructional program as defined by the Board of Public Education. The Attorney General's opinion stressed that private schools must comply with the same basic instructional program adopted by the Board for public schools and that the Board is responsible for determining whether they are actually offering it. The Board dealt with that mandate by specifying that the attendance officer has the responsibility to ensure that all children are enrolled in a public school or a private institution which provides the basic instructional program as established by the Board. If the attendance officer has any question regarding the program the private school is offering, he or she can turn to the county superintendent who then will determine whether the private institution is providing a basic instructional program.

Office of Public Instruction

Alphabetized by Department

☒ Department of Administrative Services

☒ Accounting Bureau

This department distributes \$34,650,000 exclusive of the foundation program to local school districts and institutions in a variety of federal and state funded programs. This unit also processes all claims for vendors and employees in the amount of \$4,683,000, prepares biweekly payrolls for 140 employees, maintains a central supply stockroom and performs purchasing activities for the office.

☒ Budget Section

This unit is responsible for preparing biennium budget requests submitted to the legislature, assists in the preparation, approves and monitors over 100 administrative budgets for the office and checks and approves indirect cost plans submitted from local school districts and institutions.

☒ Bus Driver Certification and Transportation Reimbursement

This department distributes, receives and verifies certification of 2,100 school bus drivers, 3,000 contracts between school districts and individuals providing transportation for 11,000 students and preaudits transportation claims for 600 school districts in the amount of \$5 million annually.

☒ Education Resource Center

The office maintains a resource center of educational materials and references for staff, teachers, administrators and students. In addition to an international collection of education journals, the resource center has computerized access to more than 60 educational data bases that provide current information on nearly every educational topic. During the year the resource center handled approximately 2,400 requests for information and did 143 on-line computer searches for public schools and OPI staff.

✓ Federal Impact Aid

In 1981-82, 112 school districts participated in the Federal Impact Aid program. This department processes applications for this program and submits them to the U.S. Department of Education. Federal Impact Aid schools received \$9,467,272 in 1981-82 for operation and maintenance of schools and \$571,400 for school construction.

✓ Fiscal and Program Auditor

This department conducts fiscal and program audits of E.C.I.A. Chapter 1 projects in school districts and state institutions. It also verifies all fiscal accounting records and program data subject to applicable federal and state laws, rules and regulations.

✓ Foundation Program - State Aid

This department processes and calculates budgets and pupil data information for all school districts in the state. In 1981-82, 387 elementary districts received \$76,544,611 in State Aid payments and \$17,293,461 in State Permissive payments. State Aid in the amount of \$47,207,184 and State Permissive payments in the amount of \$9,185,856 were received by 162 high school districts.

✓ Information Resources

This department is comprised of three units: the resource center, data processing, and planning, development and evaluation. The functions of the department include test development, program evaluation, survey design and sampling, data analysis and reporting, computer systems design and programming, curricular planning, grant development, problem solving, and research for management, purchase of computer hardware and software, computer education, coordination of various workshops and studies, contract supervision, consulting on research methods, forms design, data collection and reporting, consulting on all aspects of computer hardware and software and telecommunications, and locating crucial information from several national databanks.

✓ Montana Testing Service

The office operates the Montana Testing Service and tests an average of 5,000 sixth and eleventh grade students each year at no charge to districts. Students are tested in reading, library skills, consumer mathematics skills, academic attitudes and motivation.

✓ Pupil Transportation Safety

This office is responsible for assisting school districts with year-round safety programs for both school bus drivers and students, providing guidance in developing and administering safety regulations, governing the construction and operation of school buses, assisting the Montana Highway Patrol with school bus inspections, and writing and administering effective federal pupil transportation safety projects.

✓ Research and Statistical Services

This unit collects, analyzes and reports information about the public schools in Montana including the finances, students, staff, curriculum and facilities of those schools.

✓ School Food Services

This department administers and supervises the National School Lunch, School Breakfast, Special Milk, Food Distribution, and Nutrition Education and Training Programs in public and private schools and Residential Child Care Institutions (RCCI's) and the Summer Food Service Program. It began administration of the Nutrition Education and Training Program in 1978, private schools in 1979, Residential Child Care Institutions in 1981 and the Summer Food Service Program in 1982. In 1982 it began the Cooperative Purchasing Program. In the 1981-82 school year a total of \$9,825,424 in cash and food from federal and state sources was distributed to participating schools and RCCI's. The number of attendance centers participating in each program are: National School Lunch and Food Distribution Programs (592 public, 28 private), 20 RCCI's and 6 institutions, School Breakfast Programs (87), Special Milk Programs (40), and Summer Food Service Programs (14).

✓ Department of Basic Instructional Services

✓ Adult Basic Education/GED

The Adult Basic Education/GED staff establishes training programs which lead to a secondary credential for those students who receive acceptable scores on the GED testing program. Annually, approximately 3,300 students take the GED test with 2,500 passing and receiving GED certificates from this office. The External Diploma Program has recently been accepted by the state Board of Public Education. This program will lead to a high school diploma upon successful completion of 64 specific areas of competency. The Adult Basic Education/GED program has guidelines, regulations and statutes established by the federal government, state legislature and state Board of Public Education.

✓ Audiovisual Film Library

The Audiovisual Film Library is responsible for organizing, cataloging and safely maintaining 6,973 films. Additionally, the staff is responsible for continually updating the library. The major responsibility is the expeditious handling of 22,000 bookings annually for film rental from educational units throughout the state. The contents of the film library have a value of approximately \$1,556,662. The added responsibilities of annually collecting \$140,000 in rental fees as well as managing and maintaining a separate self-contained postal service for shipping and receiving films rests with the Audiovisual Film Library staff.

✓ Curricular Specialists

The curricular area specialists act as educational leaders in their fields. With the assistance of state curricular task forces, specialists offer workshops, in-service and technical assistance in the improvement of instruction and curriculum development as requested by schools throughout the state. Legally defined responsibilities shared by specialists include: the determination of isolation status, kindergarten approvals and subsequent variances, and seventh and eighth grade funding. Such duties are based on policies, regulations and statutes set down by the state Board of Public Education and the state legislature. Areas represented by specialists are: science/energy conservation, math/computers, language arts/communication, foreign languages, library/media, drivers education, reading, music, arts/drama, health/physical education, and curriculum development.

✓ Educator Certification

The certification component of the office reviews and processes all certification requests and renewals for teachers, administrators and specialists in Montana following the policies, regulations and statutes set down by the state Board of Public Education and the state legislature. Approximately 5,500 certificates are processed and issued annually by the certification staff. In addition, the certification staff oversees and coordinates all teacher education program approvals following procedures and policies established by the Board and the legislature.

✓ School Accreditation

The accreditation component reviews and makes accreditation status recommendations to the State Superintendent and the Board of Public Education for 795 individual schools. Of these schools, 165 are scheduled for on-site visitations each year with a team of OPI staff members and a visiting administrator. All accreditation reviews are based on policies, regulations and statutes set down by the Board of Public Education and the state legislature.

✓ Staff Development Coordination

The office unit that coordinates staff development assesses internal staff development needs, provides appropriate training opportunities and assists school districts in assessing staff training needs and developing appropriate programs to meet those needs. Major services provided during the past year include the development of the following: a master statewide calendar of training events, a resource bank of educational resources, surveys of schools, and program development to address major needs.

✓ Veterans Education

The veterans education specialist has the responsibility for approving all educational programs meeting the criteria for veterans education payment. These veterans education programs operate under policies and regulations outlined by the federal government.

☒ Department of Special Services

✓ Bilingual Education

Fulfilling the requirements of the Bilingual Education Act, the office provided technical assistance to those Montanans with limited English proficiency. The program last year served over 1,000 students from Crow, Northern Cheyenne, Cree, Assiniboine, Gros Ventre, Blackfeet, and Hmong language backgrounds.

✓ Community Education

The office provides technical assistance to schools and community groups in planning, establishing and evaluating local community education programs. The staff provided training of local community education personnel and acted as liaison between public schools, community organizations, government agencies and human service providers. At least 23 districts have community education programs.

✓ ECIA, Chapter 2

This formula allocation program, also known as the Education Block Grant, combines 28 antecedent programs into one payment to local school districts. Funds are distributed on the basis of enrollment, tax effort, sparsity and number of low income students. Approximately \$1.7 million is distributed among the state's 166,000 students. Non-public schools are permitted to participate, and non-public enrollment figures are included in the distribution formula.

✓ ESEA Title I

This federally funded program provides funds to local school districts to provide supplementary reading and math services for educationally disadvantaged children. Also, funds were provided to state agency institutions for delinquent and handicapped children. Over 15,000 students were served by this program with \$9,788,051. For 1982-83, this program's name has been changed to ECIA Chapter 1.

✓ ESEA Title II

These federal funds were earmarked for projects promoting basic skills. Grants were provided to local school districts for the adoption of nationally validated projects which have proven successful in the improvement of basic skills in reading and mathematics. Over 25,000 people were served by the \$50,389 in grants. This money is no longer available.

✓ ESEA Title IV-B

This federal program's funds were available to provide grants to schools for the acquisition of school library resources and instructional materials and equipment. Over 160,000 students were served by the program with \$467,573 funded to districts. The funds are no longer available.

✓ ESEA Title IV-C

This incentive grant program strove to strengthen the quality of education through the support of locally initiated projects and activities. Nearly 90,000 students were served last year through the \$237,628 in grants which were funded. This money is no longer available.

✓ Federal and State Compliance Monitoring

The office manages compliance monitors to ensure that local school districts are in compliance with federal and state statutes, regulations, policies, guidelines and requirements.

✓ Gifted and Talented Education

To accommodate the needs of students who excel in leadership, athletics, scholarship, creativity, the visual arts, and the performing arts, the office offers assistance on gifted and talented awareness, identification of curriculum needs and program implementation. The office has offered services in this area since January 1979. In that time, 49 school districts have been aided in establishing and maintaining specific gifted and talented programs. The 47th legislature awarded \$200,000 for gifted and talented grants. The office administered this money and awarded grants to 24 schools.

✓ National Origin Desegregation

This program is a Title IV desegregation program which provided leadership, consultation and technical assistance to school districts in planning, designing, implementing, operating and evaluating programs for children whose proficiency in the English language is limited and whose origin is other than that of an English dominant society. Approximately 2,000 students were served by these funds.

✓ Nutrition Education

The office made grants available to local districts for programs which improve school lunch programs and training for school foods personnel and classroom teachers on nutrition and related topics. Over 12,300 were served with the funds which are no longer available.

✓ SEE Institute

The SEE Institute is a Title IV sex desegregation training program with a goal of assisting Montana schools in achieving educational equity. It has provided assistance for seven years and is available to K-12 administrators, counselors and teachers. Over 30 district projects will be carried out in the 1982-83 school year.

✓ Services to Deaf and Blind

The office provides assistance to school districts in the education of the deaf and blind. Assistance provided included diagnostic and evaluative services, programs for adjustment, orientation, and education, and consultative services for parents and teachers to enable them to understand and deal with the special problems of deaf and blind children. Forty-one deaf and blind students were served through this program last year.

☒ Department of Vocational Education Services

✓ Agriculture Education and Apprenticeship

This office provides state leadership, planning coordination, regulatory administrative functions, and funding for agriculture/agribusiness education and apprenticeship programs and personnel at the secondary and post-secondary levels and provides state leadership of the Future Farmers of America (FFA) student organization to local school districts, school personnel, students and other individuals involved with agriculture/agribusiness education, FFA, and the apprenticeship program. It provides technical assistance in planning curriculum, facilities, equipment, safety, inservice, project proposals, FFA activities, needs assessments, and conducts on-site program evaluation for agriculture education in Montana.

✓ **Business and Office Education**

This department provides state leadership, planning coordination, regulatory administrative functions and funding for business and office education programs at the secondary and postsecondary levels and provides state leadership of the vocational student organization of Office Education Association (OEA) to local school districts, school personnel, students and other individuals involved with business and office education programs at the secondary and postsecondary levels. It provides technical assistance in planning curriculum, facilities, equipment, safety, inservice, project proposals, OEA activities, needs assessments, and conducts on-site program evaluation for business and office education in Montana.

✓ **Health Occupations Education**

The Health Occupations Education department provides technical assistance to local education agencies in the development and conducting of secondary and postsecondary health occupation programs and provides technical assistance and resource materials to local school personnel.

✓ **Home Economics Education**

This office provides state leadership, regulatory administrative functions, consultant services, and assistance for home economics education; state leadership for the Future Homemakers of America (FHA/HERO) vocational student organization; technical assistance in program development and improvement; and evaluation of existing vocational programs. Target audiences are local school districts, school personnel, students and other individuals involved in home economics education and FHA/HERO.

✓ **Industrial Arts, Trade and Industrial, Technical Education**

This office promotes quality vocational and prevocational programs of industrial education by providing leadership, general supervision, consultative services, technical and financial assistance under applicable state and federal statutes, regulations, and standards to elementary (grades 7-8), secondary, and postsecondary students, instructors, administrators, teacher educators and others involved in exploratory, prevocational, or vocational instruction in industrial/technological fields. Assistance is provided in program evaluation, meeting funding requirements, locating curriculum materials, formulating program improvement plans, integrating student motivational activities, and keeping teachers abreast of trends in safety, facilities design, equipment usage, the effect on programs of advancing technology, and current information concerning other elements of quality.

✓ Marketing and Distributive Education

This department provides consultative services and technical assistance to school administrators, teachers and students involved with marketing and distributive education programs in developing quality vocational marketing and distributive education programs. It exercises leadership and general supervision under applicable rules, regulations, and laws in Marketing, D.E. and DECA (Distributive Education Clubs of America), evaluates existing vocational programs, provides technical assistance of both a specific and general nature, and provides leadership and assists students in preparing for Marketing occupations.

✓ Reading and Language Arts

Reading and Language Arts is a shared service of the Department of Basic Instructional Services and the Department of Vocational Education Services. It provides consultative, technical and professional assistance in reading and language arts to individuals or groups involved or interested in education and promotes the development of quality reading programs K-adult. The specialist provides pre-service and inservice workshops, resource material, technical assistance in methods, content, evaluation and articulation of reading programs to school personnel K-12, vocational-technical centers, colleges, universities, parents, community groups and students.

✓ Vital Information for Education and Work (VIEW)

This department provides up-to-date information on occupations, career opportunities, prerequisites for entry and training requirements, and information on 17 postsecondary education institutions. VIEW materials are provided to all secondary schools, postsecondary education institutions and others; i.e., adult education programs, job placement center at the state prison, probation and parole offices, social and rehabilitation learning centers, and any other educational service requesting the materials. Technical assistance is provided on how to use these materials to assist students in the career decision making process.

IV. Selected Facts About Montana Schools

All information recorded for 1981-82 school year

A. Montana:

- Population:
1970 census — 694,409
1980 census — 769,640
- School age population (age 5-17):
1970 census — 196,071
1980 census — 167,440
- Montana ranks:
Geography — fourth largest state
Population — 44th largest state

B. Montana Schools:

- Number of public school districts:
Elementary districts — 394
Secondary districts — 162
Total districts — 556
- Number of public schools:
Total elementary schools — 591
Junior high schools — 23
High schools — 168
- Identified private schools
Elementary schools — 119
Secondary schools — 12
- Schools operated by State Board of Institutions — 5
- One-teacher schools — 109

C. Students:

- Public school enrollment:
Pre-kindergarten — 133
Kindergarten — 10,930
Elementary (1-6) — 70,381
Junior high (7-8) — 23,336
High school (9-12) — 46,803
Special education (ungraded) — 1,852

Total elementary — 106,235
Total secondary — 47,200
Total enrollment — 153,435

- High school graduates:
Total graduates — 11,634
- Education of adults age 25 or older (1980 census):
Completed years of school (0 to 8) — 60,810
Completed three years high school — 50,056
Completed four years high school — 172,729
Percent population graduating — 75.4%
- GED certificates:
Total tested — 3,560
Certificates issued — 2,559
Average age of GED recipient — 24.2 years old

D. Educational Staff:

- Full-time classroom teachers:
Elementary schools
Men — 1,165
Women — 3,921
Total — 5,086
Secondary schools
Men — 2,620
Women — 1,420
Total — 4,040
Total classroom teachers — 9,126
- Full-time principals and supervisors — 421
- Non-supervisory instructional staff — 635

E. School Transportation:

- Number of school buses in operation:
Contractor owned — 643
District owned — 682
Total buses — 1,325
- Number of school bus drivers:
Males — 1,694
Females — 727
Total drivers — 2,421
- Total miles traveled daily by buses — 93,072
- Number of pupils transported daily — 57,348

- Number of routes traveled — 1,339
- Average cost per pupil transported — \$345.90
- Total cost of pupils transported — \$19,836,676

F. Funding:

- General fund budget totals:

foundation program	
state — \$123,761,861	
county — \$73,427,283	
local — \$112,164	
	<u>\$197,301,308</u>
permissive levy	
state — \$26,479,317	
district — \$22,797,525	
	<u>49,276,842</u>
voted levy	<u>102,918,284</u>
	<u>\$349,496,434</u>
- Cost per pupil (general fund per ANB)

81-82 — \$2,265
80-81 — \$1,982
79-80 — \$1,760
78-79 — \$1,600
77-78 — \$1,466

All information recorded for 1981-82 school year

